

Exempt Recruitment Announcement

Security Officer Washington State House of Representatives

The Washington State House of Representatives is seeking to fill the position of Security Officer. The selected person will assist with delivery of security and safety operations to protect state legislators, legislative employees, and visitors to the House and its facilities. Requirements for this position include security experience, excellent interpersonal skills, strong customer service skills, and support for a wide range of services to elected House members, fellow employees, and the general public.

The Security Officer is a full-time, year-round, non-partisan employee in House Security and reports to the Director of Security. The position is exempt from civil service laws and the selected individual must be able to work long and/or irregular hours as required during legislative sessions.

Salary Range: \$2,743-\$5,341 per month, depending upon experience and qualifications.

DUTIES

- Provides security for members, staff, and visitors on all legislative premises;
- Assists Director of Security with execution of all orders of the Speaker of the House and Chief Clerk of the House; enforces rules; secures the House chamber during floor sessions; maintains order and decorum;
- Patrols and monitors buildings and grounds by foot, radio, and video surveillance; enforces rules of behavior; monitors behavior and escorts hostile or disruptive visitors from buildings;
- Monitors access control points; detects and deters illegal, unauthorized, or suspicious activities or entries to House facilities, reports any variance to Director of Security and the State Patrol as necessary;
- Opens and closes buildings as needed, secures all House facilities as directed by policy;
- Assists with implementation of emergency response plans for the House of Representatives;
- Investigates incidents; writes incident reports; communicates and cooperates with law enforcement personnel in criminal and other investigations;
- Maintains a high level of customer service and positive relations with all employees, visitors, and the general public; and
- Performs other duties as required.

REQUIRED QUALIFICATIONS

- High school diploma or equivalency;
- Two years of experience as a Security Guard, Police Officer, or combination of both;
- Ability to stand and/or walk for extended periods of time;
- Ability to carry or move objects of up to 50 pounds in weight;
- Ability to work outdoors during inclement weather;
- Ability to follow oral and written directions;
- No previous security-related criminal conviction;
- First Aid Certification desired, can be obtained after employment if selected;
- A valid Washington State driver's license is required for any work-related driving assignments.

DESIRABLE QUALIFICATIONS

KNOWLEDGE OF: Rules, general procedures, customs and courtesies of the Washington State Legislature;

Principles of security, asset protection, and law enforcement; procedures and techniques of maintaining order, security and protocol of a legislative body; methods and procedures for dealing with hostile or disruptive groups or individuals;

ABILITY TO: Communicate effectively with legislators, staff, state agency and private sector officials, the general public and others in the performance of duties;

Work effectively and cooperatively as a member of the House Security team; comply with policies, procedures and direction from supervisor; gather information through use of senses to identify security and safety issues and take appropriate action;

Understand and follow all applicable laws, policies, and other standards to provide security and maintain a safe work environment;

Gather information through use of senses to identify security issues and take appropriate action; demonstrate awareness of security issues and potential threats;

Resolve conflicts, altercations and other volatile situations; remain calm and help calm others;

Write clear and concise reports; communicate with the public and employees; assist law enforcement officials with investigation and reporting of incidents and criminal acts.

EXPERIENCE: Five years of professional experience in a security or law enforcement position.

Security, Law Enforcement, or Military background preferred.

APPLICATION PROCEDURE

1. Interested applicants should submit the following prior to 5 p.m. on September 25, 2015:
 - a) a letter of interest specifically describing the applicant's demonstrated performance of the required and desired qualifications;
 - b) a current resume describing the applicant's experience and education; and
 - c) a minimum of three references with contact information (e.g., address, e-mail address, and telephone).
2. Application materials should be submitted to:

**House of Representatives
Chief Clerk's Office
ATTN: Mark Arras
P.O. Box 40600
Olympia, WA 98504-0600**

Or, an electronic application package may be sent to Mark.Arras@leg.wa.gov

The Washington State House of Representatives is an equal opportunity employer. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam era veterans are encouraged to apply. Persons of disability needing assistance in the application process or who need an application in an alternative format may call 360-786-7750 or TTD 1-800-635-9993.